



# **REGIONAL CONTRACTING OFFICE (RCO) GOVERNMENTWIDE COMMERCIAL PURCHASE CARD**

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- **IN-HOUSE TRAINING FOR GCPC**
- **Approving Officials**
- **Cardholders**

# **RCO KEY PERSONNEL**

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## **Agency Program Coordinators**

**BARBARA LOVING- APC**

**LISA DICKERSON-Deputy APC**

**NANCY SULLIVAN-AAPC**

**JENNIFER BURCHAM-AAPC**

**STEPHANIE THOMAS-AAPC**

**KAREN LACKS-AAPC**



# KEY PLAYERS

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- Cardholders (CHs)
- Approving Officials (AOs) Level 6- please use this level 6 number assigned by Citibank to identify your unit. (777777)  
(new accounts will not have a # until they are set up)
- AO and AAO cannot have over 7 CH accounts
- Agency Program Coordinator (APCs)
- Finance/Comptrollers
- DFAS
- Bank (Citibank)
- Vendors
- **PLEASE ASK YOUR AAPC YOUR LEVEL 6 NO.**



# Policy Guidance

## Appropriated Laws

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- Acquisition Policy
  - FAR – Part 13 Simplified Acquisition Procedures
  - DFAR – Part 213 Simplified Acquisition Procedures
  - NAVSUP 4200.85D – DON Simplified Acquisition Procedures
- Financial Management Policy
  - FMR Volume 5 – Disbursing Policy and Procedures
  - FMR Volume 10 – Contract Payment Policy and Procedures
- Purchase Card Program Management Policy
  - OMB Circular A-123, appendix B
  - DOD Guidebook
  - NAVSUPINST 4200.99B (series)NAVSUPINST4200.85D & Purchase Card Policy Notices (PCPNs)
  - Local Internal Operating Procedure (IOP)
  - CCPMD Site- <http://www.hqmc.usmc.mil/cmpg/>



# Policy Guidance Appropriated Laws

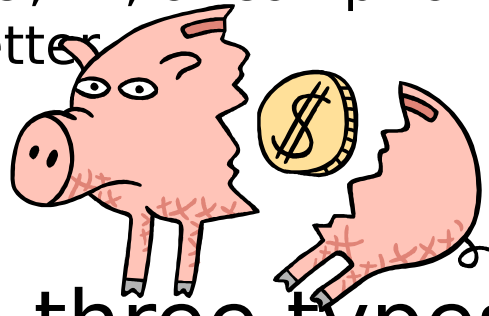
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- Purchase Card Program Management Policy
  - OMB Circular A-123, appendix B
  - DOD Guidebook
  - NAVSUPINST 4200.99B + NAVSUPINST 4200.85D & Purchase Card Policy Notices (PCPNs) & Guide for Prohibited & Special Attention Listing & Guide for Prohibited & Special Attention Listing.
  - Local Internal Operating Procedure (IOP)
  - CCPMD Site- <http://www.hqmc.usmc.mil/cmpg/>

# PURCHASE LIMITS

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Purchase limits are established by your organization, supervisor, AO, FA, or comptroller and is noted in your nomination letter.



There are three types of purchase limits that apply to or affect the GPC:

- Single Purchase Limits
- Cardholder Monthly Cycle Purchase Limits
- Approving Official Monthly Cycle Limits

# PURCHASE LIMITS

## NAVSUPINST 4200.99B

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### **Single Purchase Limit:**

The single dollar limit for an individual transaction. The maximum limit for a cardholder is \$3,000-micro supplies and training and **services not applicable** to the contract service act.

Training Card- \$25,000.00 up to \$150,000.00

For Services **if applicable** to the service contract act you **cannot** exceed \$2,500.00. Method of payment card- for **contract payments** (MOP) \$25,000.00/ Construction \$2,000.00. Please reference your NAVSUPINST 4200.99B

### **Monthly Purchase Limit:**

The total of all purchases made in one month by a CH cannot exceed 150k. Cardholders should verify their monthly limits upon receipt of their card. Ensure you know your limits before spending.

### **AO Cycle Limit:**

This is the amount of all purchases for all CH under an AO account. The AO is responsible for the combined total. **If limits are to be raised please contact your AAPC.**



# Circumstances

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- ❖ **Method of Payment Card-** must have contract or purchase order issued from the RCO office .
- ❖ **Training Requirements-** must have SF182 with all required signatures.
- ❖ **Printing Requirements-** Daps -obtain waiver if they cannot do the job.
- ❖ **Merchant Category Code-** Codes that identify vendor purchases from merchant.
- ❖ **Excluded Merchant Codes-** MCC codes that HQMC must approve. Contact your AAPC.
- ❖ **Special Shipping-** See NAVSUPINST 4200.99B-TMO
- ❖ **Pay Pal-** See NAVSUPINST 4200.99B- PCN-13 - AO statement required.



# SPECIAL CIRCUMSTANCES

## NAVSUPINST 4200.00 B- 4.1.2

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### Method of Payment (MOP)

- GCPC will be used as a method of payment against established contracts or purchase orders that **only are issued by RCO-NCR**.
- GCPC as a method of payment must be authorized in the terms and conditions of the contract by the contract specialist.
- If any terms and conditions exist then a contract must be completed by the RCO-NCR. **CH cannot utilize the GCPC unless delegated authority is given and they have a MOP card issued by RCO-GCPC.** Please **view Knowledge Nuggets** at [www.navsup.navy.mil](http://www.navsup.navy.mil) under purchase card for more info on TERMS AND CONDITIONS.
- **You may contact your AAPC for any questions you**



# SPECIAL CIRCUMSTANCES

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## Training Requirements

- ✧ When using the SF **Form 182** for training purposes, it is possible to place the charges on the GCPC MICRO account if under \$3,000.00. If over CH should use their Training Card.
- ✧ Commitments and obligations are still required and all signatures are required on the SF 182.
- ✧ Please reference the NAVSUP site for more info on Training. [www.navsup.navy.mil](http://www.navsup.navy.mil) under purchase card Knowledge Nuggets 10  
PCKN 15 for Procurement of Training or

# MERCHANT CATEGORY CODE (MCC)

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- Assigned to vendors when charge card capability is established with the vendor's credit card company.
- This code can allow for authorizations and limitations as to the type of purchases for which a card can be used.
- Certain MCC codes are excluded and will need HQMC approval – you will not know your card is declined until charge is ran thru the vendor. You will call Citibank and obtain the MCC code and then contact your AAPC. Some codes will need level 3 HQMC approval and your AAPC will help you with this. Please contact your AAPC.
- Please reference your NAVSUPISNT 4200.99B or contact your AAPC



# CH--WHAT TO DO IF YOUR CARD IS DENIED.

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- As a cardholder if your card is denied then the cardholder will call CITIBANK.
- Ask Citi-Bank why your card is being denied ?
- Card can be denied due to lack of funds/ or the MCC code.
- If it is the MCC code then ask the service customer representative what code is it being denied under.
- Write this code down and either call or e-mail your AAPC. We then cross the code over to a GSA code and add it to your profile.

# MERCHANT CATEGORY CODE (MCC)

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Standard MCC code blocks.

- ✂ 4761-Travel Related Services
- ✂ 5813-Bars, Taverns and Nightclubs
- ✂ 5944-Jewelry Stores
- ✂ 5993-Cigar Stores
- ✂ 7012-Time Shares
- ✂ 7341-Window Cleaning Service

For more codes go to DON Purchase Card Program Appendices Desk Guide- or Appendix- 1- (Navy Exclusion codes that need HQMC approval. Contact your AAPC.



# STRICTLY PROHIBITED PURCHASES!!!

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- ✂ Purchase of any of the listed under the prohibited items may result in suspension of your GCPC account.
- ✂ Account will be referred to the command for possible disciplinary action and/or reimbursement by the responsible individuals.
- ✂ **The following list is not all inclusive. When in doubt contact RCO- your AAPC can assist you.**
- ✂ **Please reference your** NAVSUPINST 4200.99B (series) & NAVSUPINST4200.85D **and also as a reference is the Special Attention and Prohibited Guide.**

# STRICTLY PROHIBITED PURCHASES

NAVSUPINST 4200.85D & NAVSUPINST 4200.99B

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- Please reference your NAVSUPINST 4200.85D
- Asbestos or material containing asbestos
- Cash advances
- Commercial vehicles – Purchase or Rental/Lease without Driver- should do a purchase order
- Fireworks
- Medical or dental services
- Money orders/ Gift Cards





# STRICTLY PROHIBITED PURCHASES

**NAVSUPINST 4200.85D & NAVSUPINST 4200.99B**

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- Personal services
- Purchase from Gov't Employees or Gov't Owned/Controlled Businesses
- Meals /Food
- Travel or travel related expenses
- Coffee or refreshments
- Fuel, oil, maintenance and repair of tactical vehicles

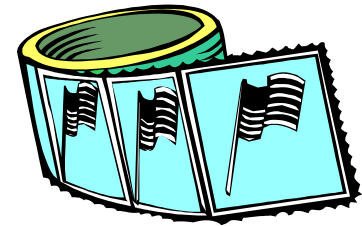


# POTENTIALLY PROHIBITED PURCHASES

## NAVSUPINST 4200.99B & 4200.85D

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- HAZMAT
- Leasing of land or buildings
- Postage, including stamps
- Printing or duplication services- must be daps
- Purchase/lease of cellular phones or service-phone contract
- Transportation services- purchase order
- Uniform items/ clothing- contact AAPC
- Visual information equipment-waive
- Water – bottled- Gatorade contact A



# PURCHASES

## NAVSUPINST 4200.99 B & 4200.85D

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- Snack food- Formal DOD sponsored conference, training events, award ceremonies, cultural awareness programs. Contact your AAPC
- Office Decorations- to remodel or renovation projects only- contact AAPC
- Holiday/Seasonal- must be in common area and no religious decorations. Contact AAPC
- Official Ceremonies- Cake- no. Photographer- maybe, flowers, maybe. Contact AAPC
- Specialty clothing- Please reference you regulations or contact your AAPC.

# POTENTIALLY PROHIBITED PURCHASES

## NAVSUPINST 4200.99B- COINS

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Command Coins -Purchased using appropriated funds \*\* Yes, as a means to recognize individual outstanding performance that contributes to command's efficiency and effectiveness

- Should be limited in number, accounted for in a logbook, and not personalized with the Commanding Officer's name

Command Coins – Purchased using appropriated funds  
(continued)

Yes, as recognition items for military recruitment or retention

You must have an order or a signed letter before purchasing coins and also use the mandatory coin log. If you purchase coins for another unit the you must have their signature where you issued these coins out.

**CONTACT YOUR AAPC BEFORE PURCHASING  
COINS FOR GUIDANCE.**

# POTENTIALLY PROHIBITED PURCHASES NAVSUPINST 4200.99B- COINS

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- Each command coin shall be of nominal value (less than \$50 per item)  
AN AWARDS PROGRAM MUST BE IN EFFECT OR  
SIGNED LETTER FROM the Commanding General  
**please contact your AAPC.**
- Used to recognize and commemorate their service
- Can be presented to members of the armed forces  
Document justification that establishes the basis for the recognition.
- Maintain a log with the running total of all issued coins. If you purchase coins and you issue them to another activity - MAKE SURE THAT YOU HAVE A SIGNATURE OF INDIVIDUAL THAT YOU HAVE TURNED THESE COINS OVER TO AND KEEP WITH THE PURCHASE DOCUMENTS. Contact your AAPC for a copy of log.

# POTENTIALLY PROHIBITED PURCHASES NAVSUPINST 4200.99B- COINS

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Command Coins Purchased using (ORF) Official Representation Funds (ORF)

Yes – ORF funds may be used to purchase mementos that have a command or official theme.

- A command may offer mementos NTE \$335 to foreign dignitaries or other prominent citizens.
- A command may offer mementos NTE \$40 to prominent visiting DOD/DON officials.
  - CH MUST KEEP A SEPERATE ACCOUNTABLE Log for **all coins issued**. Mandated fields are required for this log. Who coins are issued to- DATE ISSUED-NUMBER OF COINS BEING ISSUED- etc.  
\*\*\*\***CONTACT AAPC for copy of COIN LOG.**\*\*\*\*
- **PLEASE CONTACT YOUR AAPC BEFORE PURCHASING ANY COINS FOR GUIDANCE.**

# AUTHORIZED PURCHASES

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You can buy any commercially available supplies/services not prohibited by either Federal, Navy/Marine Corps or activity specific procurement regulations. Please reference your NAVSUPINST 4200.99B OR CONTACT YOUR AAPC.

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- Seek advice of local/activity Comptroller to ensure available funding is appropriate.
- Seek advice of local/activity Fiscal Counsel to ensure purchase is legal, based on the activity mission.
- Ultimately AO is accountable .
- Include advise and supporting documentation in the purchase file.
- Contact your AAPC.



# MANDATORY SOURCES

## FAR 8.002 (a)

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### Supplies

- **Agency inventories: Supply System NSN items/ DSSC store/ virtual servmart on -line/mandatory for all OFFICE and CLEANING supplies.**
- **Servmart/on line servmart is MANDATORY for all office and cleaning supplies. Px, Exchange is not a mandatory source.**
- Excess from other agencies.
- Products available from NIB/NISH Ability One (formerly “JWOD”)
- DOD EMALL
- Wholesale supply sources.
  - ✂ such as stock programs of the General Services Administration (GSA), Defense Logistics Agency, the Department of Veterans Affairs and military inventory control points.
- Mandatory / Optional Federal Supply Schedules.
- Commercial sources (including educational and nonprofit



# MANDATORY SOURCES

FAR 8.002 (a)



## OFFICE SUPPLIES & CLEANING SUPPLEIS- NO EXCEPTIONS FOR OFFICE SUPPLIES

MANDATORY-Must go to Base Serve Mart/GSA virtual Serv Mart site on-line /DOD E mail/ or FISC San Diego Virtual Serv mart Office Supply Contract.

### Services

- Services available from NIB/NISH Ability One (formerly "JWOD").
- Mandatory / Optional Federal Supply Schedules.

**Check with the RCO for established contracts.**

# MANDATORY SOURCES

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- Websites for NIB/NISH **Ability One Program** and DOD EMAIL

Javits-Wagner-O'Day Ability One Program

- <http://www.jwod.gov/>

DOD EMAIL

- <https://email6.prod.dodonline.net/main/>



# GREEN PROCUREMENT

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- Environmental Protection Agency (EPA)
- U.S. Department Of Agriculture (USDA)
- Six Identified Programs
  - Recovered Material
  - Environmentally Preferable
  - Energy Efficient
  - Bio-based Products
  - Alternative Fuels
  - Fuel Efficiency
- EPA 8 designated item categories - [www.epa.gov/cpg](http://www.epa.gov/cpg)



# SOURCES FOR WAIVER/ APPROVAL

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Air Conditioner Units  
Athletic/Exercise Equip

Food Service Items  
Furniture & Personnel

Audio/Visual/Photographs Hazmat

Landscaping

Buildings benches, pull up bars Newspapers, periodicals

Carpet

Portable Heaters

Cell Phones

Safety Items- Shoes

Coins

Sheds

Copier Duplication Equipment Trophies/awards. Plaque

Flags

Weed eaters, Lawn etc

Please see **SPECIAL ATTENTION LISTINGS** or contact  
your

AAPC.





## SPECIAL WAIVER APPROVALS NEEDED FROM HIGHER AUTHORITY FOR BELOW.

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- ADVERTISING/ HCA FROM RCO must sign off before procurement.
- Coins/ Approval letter from CG or an established award program established.
- PAY-PAL- must have documentation of a detailed review from the APPROVING OFFICIAL along with CH documentation WHEN PAY PAL IS USED.

# PREPARING TO USE THE GCPC



# PREPARING TO USE THE GCPC- AAO's

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- ✂ AO stands for APPROVING Official. **Know your level 6 #**
- ✂ AAO stands for Alt APPROVING Official -- **Every Ao should have an ALT AO.**
- ✂ The AO or Alternate AO must review and authorize, with a signature, every purchase made by his/her CHs before and after purchase and must do this on the RCO worksheet provided.
- ✂ Authorization certifies that it is an authorized purchase and funds are available.
- ✂ APCs **CANNOT** approve purchases in absence of AO or AAO.
- ✂ AO's cannot have more than 7 CH under their level 6 account.





## **PREPARING TO USE THE GCPC- AAO's**

**AO'S should Screen and review request before submitting it to the CH and sign RCO worksheet as well as after CH makes purchase. RCO worksheet will require AO to sign twice. AO'S approval and AO verification Things to question. AO is the first line of defense against misuse, abuse and fraud, and should identify purchase infractions.**

- ✂ Is it Prohibited from purchase?
- ✂ Is it over the CH single purchase limit?
- ✂ Is it available from a Mandatory source?
- ✂ Will it require any approvals/waivers?
- ✂ Is the Funding LOA committed?



## PREPARING TO USE THE GCPC- AAO's

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- ✂ Ensure funds are available prior to making each and every purchase from the Financial Administrator or Comptroller. They must sign the RCO worksheet before purchase is made.
- ✂ You cannot make a purchase for more than the amount authorized on the request.
- ✂ Any purchase made without approval of funds will be in violation of the





## PREPARING TO USE THE GCPC- AAO's

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- ✂ It is imperative that requests are screened to determine if total purchase cost does not exceed the single purchase limit.
- ✂ Do not divide purchases into parts to be under your single limit. This is considered **SPLITTING REQUIREMENTS! Please make sure you are not utilizing same work order or requisition or RCO worksheet.**

# ORDERING PROCEDURES



# ORDERING PROCEDURES- CH

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1. Research the product.
2. Check mandatory sources first- see NAVSUPINST 4200.99B and 4200.85D. See your RCO worksheet. PX and Exchange are not mandatory sources.
3. Select the vendor.
4. Place the order for the product.
5. Record the order in your purchase log and RCO worksheet.
6. Create purchase folder and retain e-mails, invoices, receipts, and all documentation and screen shots.



# ORDERING PROCEDURES- CH

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## 1. Research the product

- ✂ Use the internet, catalogue or phone c
- ✂ Check all mandatory sources FIRST.
- ✂ Ask for pricing and availability.
- ✂ Determine if price is fair and reasonable.
- ✂ Ask about shipping charges- billed as one price into item procured.
- ✂ ASK IF 3<sup>RD</sup> PARTY BILLING- such as Pay Pal
- ✂ Cannot use 3<sup>rd</sup> party pay.
- ✂ Tax exempt- #54-0525480 see GSA website.
- ✂ **Document, Document, Document**



# THINGS TO CONSIDER WHEN PALCING THE ORDER.

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## 2. **Select the vendor- check mandatory sources First.**

\*Determine if it is a reasonable price. **REF- Minimum Needs** under NAVSUPINST 4200.99B

\*Look for best value through competition.

- ✂ Check lowest price, including S&H.
- ✂ No tax unless tax exempt state.
- ✂ Ask if pay pal or 3<sup>rd</sup> party pay.
- ✂ Delivery time acceptable.
- ✂ Other considerations- Buy American Act.
- ✂ Obtain a waiver if required.
- ✂ If waiver required make sure you have your waiver- see waiver listing provide by AAPC
- ✂ RCO worksheet correctly filled out with all signatures. Printed name, rank, date,



# ORDERING PROCEDURES- CH

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## 3. Place the order for the product

- ✂ Orders can be placed online, via phone or in the store.
- ✂ Backordering must be avoided.
- ✂ Delivery must be less than 30 days.
- ✂ Card number is not given until purchase is completed.
- ✂ The card number should never be given to a vendor who calls you.
- ✂ Rotate Vendors.





## **ORDERING PROCEDURES- CH**

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- ✂ Sign and maintain copy of store receipt or invoice.
- ✂ Verify all items on the receipt are correct.
- ✂ All items must be taken with you; no items on backorder are allowed to be purchased.
- ✂ Upon return to the unit, accountable property must be loaded to CMR or property log.
- ✂ The end user or **DESIGNATED PERSON** must sign for receipt of all items.
- ✂ Note: See sample of property log.



# **ORDERING PROCEDURES- CH**

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## **Internet Purchases:**

- Ensure you are using a secure internet website (https).
- Select item and enter quantity.
- Enter shipping information if required.
- Confirm total is under \$3,000.00, with total price with delivery and tax – if required. you have enough funds and delivery is less than 60 days.
- Print Screen before hitting the submit button. (Becomes invoice/copy of sales slip in cases where one is not provided at confirmation.)



# ORDERING PROCEDURES- CH

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## 4. Record the order in your Purchase Log.

- ✂ You are **required** to have a GCPC log. Sample given by RCO or use sample from the CMPG.
- ✂ Logs can be electronically maintained. If requested, will need to be printed.
- ✂ In order of Date of Purchase, separated by cycle month.
- ✂ Separated by Cardholder.
- ✂ Update changes (“Remarks”).
- ✂ Maintain dollar columns.
- ✂ RCO worksheet completely filled out with all required signatures.

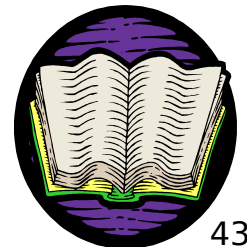


# **ORDERING PROCEDURES- CH**

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## **Required Information on a Purchase Log**

- ✂ Date item was ordered/purchased
- ✂ Vendor name
- ✂ Total charge amount
- ✂ Item Description
- ✂ Date of receipt
- ✂ Name of individual receiving item- first and last name. print if possible
- ✂ Credits
- ✂ Disputes
- ✂ Mandatory sources screened
- ✂ Mandatory sources used





## **ORDERING PROCEDURES- CH**

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5. Create purchase folder and retain documentation.

✂ **Cardholders are responsible for retaining *copies* of all documentation on each purchase.**

✂ **Minimum Documentation requirement is:**

✓ **Completed RCO  
GCPC/worksheet/Logsheets**



# DECLINE REASONS

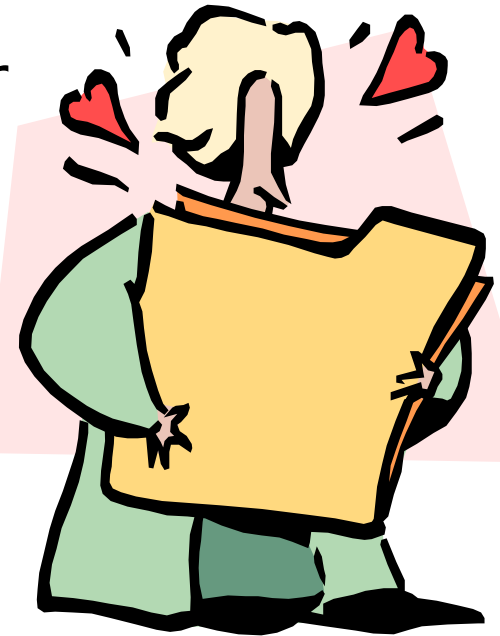
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- **Exceeds Single Purchase Limit.**
- Exceeds cardholder 30 day limit.
- Exceeds approving official 30 day limit.
- Merchant activity type (MCC).
- Delinquent payment to Citibank.
- AO did not do their program audit tool (pat) audit for the month.
- Privileges suspended by RCO.
- Card not activated/incorrect exp date/incorrect account number.
- Electronic transmission problems.

# FILE RETENTION

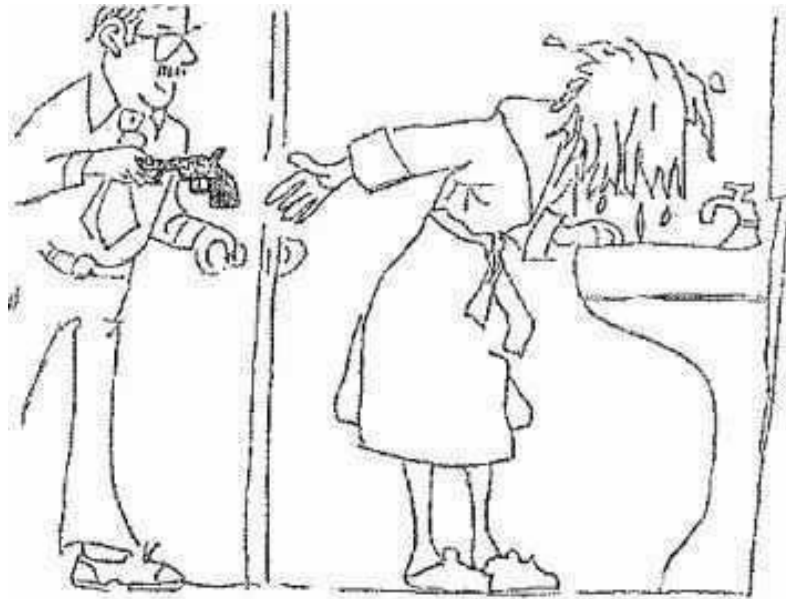
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- ✂ **Purchase files** must be kept for minimum of **3 yrs.**
- ✂ **Financial Records** must be kept for a minimum of **6 yrs and 3 mos.**
- ✂ **Training records** must be maintained for **3 yrs after departure of participant.**
- ✂ AOs are required to ensure records are properly turned over to **the unit** upon departure of key personnel.



# DISPUTES

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"Hand me the Hairdryer"



# DISPUTES

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## Common dispute types:

- Unauthorized transaction.
- Unrecognized transaction.
- Duplicate processing.
- Merchandise/services not received.
- Merchandise return.
- Try not to have any disputes- please check your statements each week. Work with vendor to resolve before you dispute any charges.



# DISPUTES

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- ✂ A dispute is a disagreement regarding a charge on the cardholder's statement.
- ✂ You have up 60 days to file a dispute.
- ✂ Cardholders are responsible for resolving disputes with the vendor before submitting a dispute form.
- ✂ Immediately contact the vendor to receive credit or shipment status.



# DISPUTES

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If the issue cannot be resolved with the vendor, file a formal dispute with the bank.

- ✂ A copy of the dispute form must be submitted to the Finance Office with the reconciled statement.
- ✂ Fax to Citibank immediately.
- ✂ Keep copies with CH statement and AO statement and send AAPC a copy with your monthly





# **RECONCILIATION PROCEDURES**

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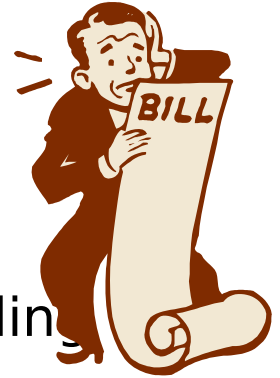
❖ Cardholder

❖ Approving Official

# RECONCILIATION PROCEDURES

**There two types of statements:**

- ✂ Cardholder statement
- ✂ AO Billing statement
- ✂ Usually the CH has only 2 days before sending AO. The AO then will have 3 days to certify.



Monthly Billing Cycle: 19<sup>th</sup> of the prior month to 20<sup>th</sup> of the current month.

Example: 19 **December 2012** through 20 **January 2013**  
is the January Billing Cycle

Note- if statement not certified within the time required then the account will be taken down to a \$1.00 until certified. If you need more time due unforeseen circumstances then please contact your AAPC.

# RECONCILIATION PROCEDURES

## Cardholder statement:

- ✂ Lists all charges against the CH's card for the billing cycle.
- ✂ Electronic Statement- Ch should review statements once a week to ensure their are charges are accurate and correct.
- ✂ CH must establish account with CITI- DIRECT and print copy of statement from the web site.





# **RECONCILIATION PROCEDURES**

## **Cardholders:**

1. Review each charge against GCPC log using vendor name and charge amount.
2. Pull folder and review all documentation.
3. Use Pay and Confirm procedures.
4. Inaccurate or unrecognizable charges should be resolved/discussed with the vendor.
5. If applicable, submit and file Dispute form for charges not settled with the vendor.



# **RECONCILIATION PROCEDURES**

## **Cardholders:**

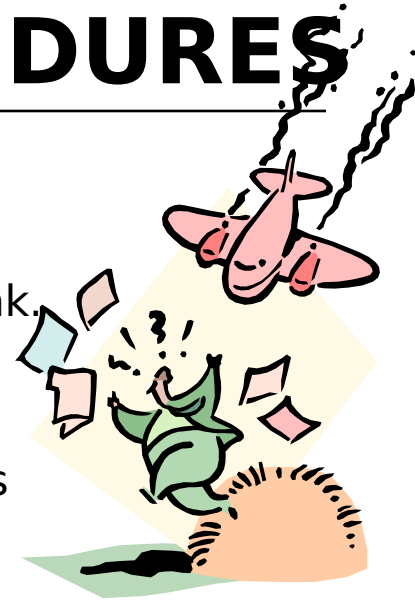
6. Print name, sign and date CH reconciliation statement. Please make sure you can read name.
  7. Have unit order you a name stamp if it's your primary duty.
  8. Forward the following to the Approving Official **within 2 days:**
  9. RCO worksheet with all required signatures.
  10. Signed/dated statement.
  11. Transaction Folders with original receipts/ invoices/ e mails- etc.
  12. Any Dispute Action Forms.
- Keep a copy of everything for your records.**

# RECONCILIATION PROCEDURES

## Approving Officials:

1. Download copy of your monthly invoice from Citibank.
2. Review each cardholder statement package
  - ✂ Statement.
  - ✂ Documentation / Folders/Documentation/e mails from the CH.
  - ✂ Dispute Forms (if applicable).
3. Verify total amount on statement- make sure no credits, disputes or any other issue. .
4. Make copies of all dispute forms.
5. If manual submission is required then please ask your AAPC.
6. Note \*\*\*\*\*
7. NOTE- IF APPROVING OFFICIAL DOES NOT CERTIFY WITIN THE TIME REQRUED THE ACCOUNT WILL BE **TAKEN**

**DOWN TO A \$1.00.**





# **RECONCILIATION PROCEDURES**

- ✂ **Approving Officials:**
- ✂ Review each CH and all charges under you as the AO.
- ✂ Before certifying verify CH documentation against each purchase on statement.
- ✂ AO must check account each month for accuracy.
- ✂ Before certifying must have all info from CH each month.



# RECONCILIATION PROCEDURES

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- **Approving Officials:**
- Receive or print approved statements and all transaction documentation from all CH that are under your account. **If CH is not available the AO must certify in his absence.**
- Ensure all purchases are appropriate and charges are accurate with all required paperwork from your CH are forward for your review before certification.
- Verify that monies are available and have signature of funding official.
- Ensure proper receipt, acceptance and inspection.
- Verify documentation supports making the purchase.
- Approved requisition stating what is being purchased/funded/received and proper signatures/waivers.
- Purchase log entry.



## RECONCILIATION PROCEDURES

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- **Approving Officials:**
- Mandatory sources screened & documentation required if not used.
- Separation of functions – *All* functions must have appropriate and separate signatures for RCO worksheet.
- Notify the HA and APC and Bank in the event of any suspected unauthorized purchases .
- Completed, certified within five business days.

# RECONCILIATION PROCEDURES

## Approving Officials:

6. Certify, on line statements each month.
7. Only allowed 5 days for certification. \_\_  
(5 days includes the 2 days the CH takes to reconcile)
8. Keep copy of payment package for your records.
9. Keep original transaction documentation.
10. **If APPROVING OFFICIAL DOES NOT COMPLETE THE PAT WITHIN THE TIME PERIOD GIVEN THEN THE ACCOUNT WILL BE TAKEN DOWN TO A \$1.00. If you need to notify AAPC for additional time then**





# **RECONCILIATION PROCEDURES**

## **Approving Officials:**

If cardholder is unavailable:

- ✂ AO will perform CH reconciliation.

If AO is unavailable:

- ✂ Designated CH will take all applicable statements & supporting documents to an Alternate AO.
- ✂ All AO's should have an Alt AO unless office is too small.



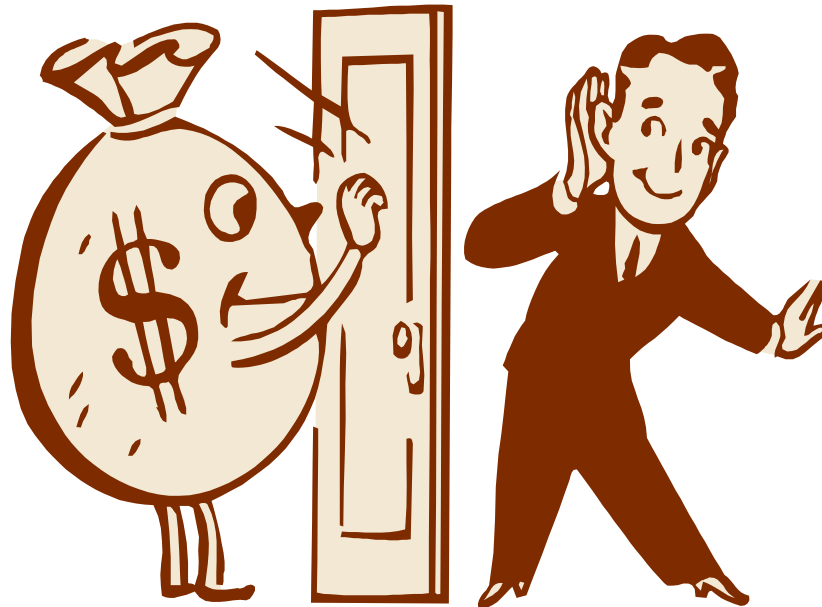
# RECONCILIATION PROCEDURES

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- Reallocations must be completed before AO hits the submit button. If cardholder does not reallocate then the **AO has to reallocate.**
- **It is suggested for each unit to have an Alternate AO . If for some reason Ao cannot perform functions then the unit will be taken down to a \$1.00 until the AO performs his functions. IF unforeseen circumstances arise**

# PAYMENTS

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# PAYMENTS

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- **Approving Officials:**
- Your card is not a revolving account.
- All charges must be paid each month unless disputed.
- Your activity will be charged interest if your payment is late and **AO accounts will be automatically suspended by RCO and then HQMC when the balance goes unpaid for 31 days.**
- **CREDITS-** If you have a credit then you must use the credit on the next cycle or request a credit check. All AO's are responsible for their credits



# PAYMENTS

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- ✂ AO will certify electronically.
- ✂ Forward to DFAS
- ✂ Time line: 2-5 days

## DFAS will:

- ✂ Validate through SABRS
- ✂ Issue payment to Citibank via EFT

## Citibank will:

- Receive payment .
- Post payment to AO corporate accounts.
- Clear accounts - Balance should always be 0-(zero)



# PAYMENTS

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- ✂ AOs must ensure statements have been received by the Finance Office in a timely manner. The AO must establish a DFAS log on to check the payments their payments.
- ✂ Maintain copie





# DELINQUENCIES

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- HQMC has a 1% delinquency standard.
- Any account which is 31 days past due will result in the suspension of the AO account by RCO.
  - Accounts will remain suspended until payment is brought up to date.
- Accounts suspended more than twice in a twelve month period due to not certifying may be taken down for 30 to 60 days.

# AUDIT PROCEDURES

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# AUDIT PROCEDURES

## PAT

## PROGRAM AUDIT TOOL.

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### Monthly Transaction Reviews: Program Audit Tool

- ✂ AO will do a monthly review of each CH account for the month and check program audit tool (pat) to ensure that they do their required audit. All AO are required to send all audit required paperwork.
- ✂ The APC will notify the AO and/or CH via email requesting any required paperwork for submission of audit. APC may add program audit tool (pat) audits for the AO to review.
  - ✂ **PAT PACKAGE PROVIDED.**



# AUDIT PROCEDURES

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## **External Annual or Semi-Annual Audits:**

- ✂ APC's perform audits on training records, payments and transactions.
  - Minimum on Annual Basis.
- The APC will schedule a date and approximate time for a visit.
- Notice is usually given 1-2 weeks prior to the A0 & Ch with a listing of required purchases sent for review.

# UNAUTHORIZED COMMITMENTS

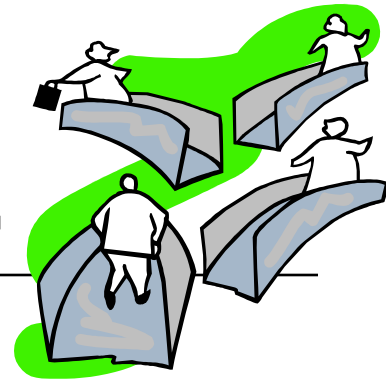
## FAR 1.602

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- **EMPLOYEES SHALL NOT MAKE UNAUTHORIZED COMMITMENTS OR PROMISES OBLIGATING THE GOVERNMENT WITHOUT THE AUTHORITY TO DO SO.**
  - A vendor provides a supply or service based on information from an individual that does not have the authority to obligate the Government. You cannot use the credit card to pay for an unauthorized commitment.
  - Any purchase of supply or service which the Cardholder is not authorized to make (prohibited) or exceeds his/her authority.
- A person making an unauthorized commitment can be held **legally and financially** responsible!!
- Notify the RCO as soon as possible to resolve<sub>71</sub>

# SPLIT PURCHASE

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- Separating a **requirement** that totals over the CHs single purchase limit into smaller purchases.
- **Every effort must be made to combine requests for like items and purchases that can be made from the same vendor.**
- Requirements cannot be split over *time, vendors, items, or CHs*.
- Splits are a serious violation and will be dealt with severely.
- Do not split requirements to get around or avoid limitations. Do not avoid rules to get the job done quicker.





# SPLITS CONTINUED

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- Identical amounts and descriptions.
- Receipt shows “total” purchases exceeding \$3,000.00 of supplies and \$2,500.00 for services.
- Sequential purchase orders and all item purchased on the same day.
- Sequential invoice numbers.

# SPLITS CONTINUED

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- Transactions for the same vendor and invoice and **job order numbers the same.**
- No receipt provided or receipts timed minutes apart.
- **Please reference your NAVUSPINST 4200.99B & YOUR 4200.85D AND PROHIBITED & SPECIAL LISTING.**

# PECUNIARY LIABILITY

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- What is Pecuniary Liability?
  - Personal financial liability for fiscal irregularities. The money can be taken out of YOUR paycheck!!!!!!!
- Who is responsible?
  - All responsibility for payment rests solely on the shoulders of the Approving Official.
  - The Cardholder is held responsible for all charges against his/her card.



# Account closing and check-out

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- CH accounts are suspended at least 30 days prior to the projected date of transfer, retirement or termination.
- If transaction are outstanding, the APC will reduce the CH limit to a \$1.00.
- **It is the responsibility of the CH and AO to notify the APC of departure 45 days prior.**

# WEB SITES

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- o **WWW.NAVSUPINST.NAVY.MIL**
- o CCPMD Site- <http://www.hqmc.usmc.mil/cmpg/>
- o <https://myinvoice.csd.disa.mil>
- o <https://home.cards.citidirect.com/commercialcards/cards.htn>